

**PROFESSIONAL COUNSELOR'S SECTION
EXAMINING BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY
THERAPISTS AND PROFESSIONAL COUNSELORS**

**MINUTES
DECEMBER 17, 2003**

PRESENT: LaMarr Franklin, Susan Kell and Susan Putra

EXCUSED: Colleen James

STAFF PRESENT: Kimberly Nania, Director of Health Services; Gina York, Minute Taker, Division of Enforcement staff and others during portions of the meeting

CALL TO ORDER

Susan Putra, Chair, called the meeting to order at 8:48 a.m. There was a quorum of 3 members.

APPROVAL OF AGENDA

Additions to Agenda:

- Add After Item C. – (C1.) Scope Statement for CE
- Add Open Session – Presentation of Proposed Stipulations Signed After Mailing of Agenda – Mark Burns
- Add Closed Session – Deliberation of Proposed Stipulations Signed After Mailing of Agenda – Mark Burns
- Add After Item N. – (N1.) Request for Approval of Supervisor – Tammi Zine
- Add Under Other Business – Application Materials Review with Credentialing – Jan Neitzel
- Remove Item G. – Rule Hearing: Regarding National Clinical Examination

MOTION: LaMarr Franklin moved, seconded by Sue Kell, to approve the agenda with the additions indicated. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 24, 2003

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to approve the minutes on September 24, 2003 as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Kimberly Nania, Ph.D., Director of Health Services, provided an update to the Section regarding the progress on the building renovations to be completed during the next year. The Department is doing a time study and staff are recording the amount of time spent on tasks for each profession and board. The data being gathered could be used in determining if there should be any fee increases.

The Section discussed the DRL Website and shared with Dr. Nania that the Frequently Asked Questions (FAQ) regarding Act 80 posted on the Website are very helpful and a nice reference source.

PRESENTATION OF PROPOSED STIPULATIONS THAT MAY BE SIGNED AFTER MAILING OF THE AGENDA

There was one stipulation to be presented after the mailing of the agenda regarding Mark C. Burns.

REPORT ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES

The Section reviewed the report at today's meeting.

SCOPE STATEMENT POLICIES AND PROCEDURES CONCERNING CHEATING ON CREDENTIALING EXAMINATIONS

Informational. This scope statement was initiated by the Department to deal with the concerns surrounding the cheating on credentialing examinations due to the development of new technologies.

SCOPE STATEMENT REGARDING CONTINUING EDUCATION

The Section discussed the scope statement regarding continuing education stating that Section MPSW 14.03 requires Professional Counselors to complete at least 30 continuing education (CE) hours during each biennial licensure period, starting with the biennium from July 1, 2003 to June 20, 2005. The Section took the following action.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to accept the scope statement regarding CE requirements. Motion carried unanimously.

The Section discussed how to get information to credential holders on approved CE courses and CE requirements. The Section requested that the list of approved courses be given to new licensees and renewals and to post them on the Website. Kimberly Nania will share this request with the appropriate staff.

**CORRESPONDENCE REGARDING WHO WOULD DO
INITIAL INTAKE INTERVIEWS WAUKESHA
DIVISION OF VOCATIONAL
REHABILITATION**

The Section reviewed correspondence from the Waukesha Division of Vocational Rehabilitation. The letter shared information that there has been a concern regarding other support staff doing the initial intake interviews before an individual is assigned to a DVR counselor. No action was needed.

DRAFT LANGUAGE FOR RECORD KEEPING RULE

Informational. Action was taken at the MFTPCSW Joint Board meeting. No action needed.

RULE HEARING REGARDING NATIONAL CLINICAL EXAMINATION

Joel Garb asked to have removed from the December 3, 2003 agenda the hearing regarding the national clinical examination and would be rescheduled at another time. The Section removed this agenda item at today's meeting.

**HEARING AND APPEARANCE REGARDING NOTICE
OF INTENT TO DENY
SEAN TERRY**

The Section held a hearing and appearance of Sean Terry at 10:04 a.m. regarding the notice of intent to deny his application. The hearing was concluded and the Section will deliberate in closed session.

**APPEARANCE REGARDING APPLICATION
DEBRA A. HILGART**

The Section held an appearance with Debra A. Hilgart at 10:34 a.m. regarding her application. The appearance was concluded and the Section will deliberate in closed session.

REQUEST FOR APPROVAL OF SUPERVISORS

JEFF CZEBOTAR

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve Mr. McAuliffe-Schroeder as Jeff Czebotar's supervisor. Motion carried unanimously.

LARNZETTA MCFADDEN

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to send a letter to Larnzetta McFadden informing her there is no pre-approval and advise her to make application for licensure. Motion carried unanimously.

TAMMY DANIELSON

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to request credentialing to check if a Professional Counselor is on staff at the Counseling Center of Milwaukee, Inc. to supervise. If not, the Section will approve Maureen Rosenbaum to supervise and limited only to these individuals; Tammy Danielson, Sonia Hill, and Nicole Jensen. Motion carried unanimously.

SONIA L. HILL

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to request credentialing to check if a Professional Counselor is on staff at the Counseling Center of Milwaukee, Inc. to supervise. If not, the Section will approve Maureen Rosenbaum to supervise and limited only to these individuals; Tammy Danielson, Sonia Hill, and Nicole Jensen. Motion carried unanimously.

NICOLE JENSEN

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to request credentialing to check if a Professional Counselor is on staff at the Counseling Center of Milwaukee, Inc. to supervise. If not, the Section will approve Maureen Rosenbaum to supervise and limited only to these individuals; Tammy Danielson, Sonia Hill, and Nicole Jensen. Motion carried unanimously.

MAUREEN NEUVILLE

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to delay a decision until review of her application. Motion carried unanimously.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to deny her application, need more information regarding her felony/misdemeanor conviction. Motion carried unanimously.

TAMMI ZINE

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to accept Tammi Zine's request to approve supervisors. Motion carried unanimously.

QUESTION REGARDING ETHICS CONTINUING EDUCATION

The Section reviewed a question submitted to John Schweitzer, Legal Counsel, by Marc Herstand from NASW regarding continuing education on Ethics and Boundaries courses.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve the Ethics and Boundaries courses previously approved during the 2005-2007 biennium by MFT and SW Sections. Motion carried unanimously.

QUESTION REGARDING FACE TO FACE

The Section reviewed a question submitted to John Schweitzer, Legal Counsel, by Joseph D'Costa from DVR regarding face-to-face contact. The Board reviewed alternative sources (such as the Video Remote Interpreting (VRI) Service at the UW-Milwaukee, via telephone calls, over the internet, e-mail messages, staff meetings held between the DVR Counselor, the medical or community rehabilitation provider(s) or the consumer's representative) to be considered as face-to-face contact for DVR counselors.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to approve the request to allow DVR counselors in training to receive credit for these alternative sources of face-to-face contact. Motion carried unanimously.

USE OF NEUROFEEDBACK AND EEG

The Section reviewed a question submitted by Lila Piraino to John Schweitzer, Legal Counsel, regarding neurofeedback and EEG's. The Board took the following action.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, that one could take a neurofeedback course approved by one of the professional organizations that has been approved by this Section. Motion carried unanimously.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to consult with legal counsel regarding the use of EEGs and whether it is within the scope of practice for professional counseling. Motion carried unanimously.

NOTICE OF HEARING BY SOCIAL WORKERS REGARDING FOREIGN DEGREES

Informational. Action was taken at the MFTPCSW Joint Board meeting. No action needed.

AODA TASK FORCE PROPOSAL

The Section had a lengthy discussion regarding the possible options and solutions toward reaching an agreement. There have been several discussions and concerns expressed by other Sections and this topic was discussed at the MFTPCSW Joint Board meeting. Secretary Strong Hill has asked Jennifer Borup to do a review of the bachelor level related coursework and what would qualify for AODA. The Section was informed that Secretary Strong Hill will hold another AODA Task Force meeting in January 2004. A date is not yet been determined. There will be representatives from all Sections at this meeting.

CONSULTING WITH LEGAL COUNSEL

Noted.

REPORT OF SCREENING PANEL

LaMarr Franklin reported that the screening committee reviewed two cases. Two cases were opened.

INFORMATIONAL ITEMS

None.

2004 MEETING DATES

Dr. Nania provided the Section with the list of the 2004 meeting dates. Also included was the Section's screening dates and the MFTPCSW Joint Board meeting dates. The Section took the following action.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to approve the meeting dates and teleconference screening panel dates provided to the Section at today's meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to adjourn to closed session pursuant to Wisconsin state statutes 19.85(1)(a)(b)(f) and (g) – roll call for the purpose of all of the proposed stipulations; request for full licensure; and case status requests. LaMarr Franklin-yes, Susan Putra – yes, and Susan Kell-yes. Motion carried unanimously.

Open Session recessed at 11:24 a.m.

RECONVENE INTO OPEN SESSION

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to reconvene into open session at 1:26 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to accept the decisions made in closed session. Motion carried unanimously.

DELIBERATION OF HEARING AND APPEARANCE REGARDING NOTICE OF INTENT TO DENY SEAN TERRY

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to postpone a decision until additional documentation is received from Sean Terry regarding his conviction record. Motion carried unanimously.

DELIBERATION OF APPEARANCE REGARDING APPLICATION DEBRA A. HILGART

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to only grant Debra Hilgart a temporary license and approval to take the national examination, predicated her signing a stipulation of a limited license, indicating no contact with money for two years pertaining to her PC practice, submission of a signed affidavit from her supervisor every six months to that effect, and successfully complete an ethics and boundaries course six months after passing the national examination. Motion carried unanimously.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to request legal Counsel to determine if an order stipulation can be done and if not then to deny her application. Motion carried unanimously.

DELIBERATION OF PROPOSED STIPULATIONS

MARK C. BURNS

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to adopt the Findings of Fact, Conclusions of Law, Order, and Stipulation in the matter of Mark C. Burns. Motion carried unanimously.

DIVISION OF ENFORCEMENT – CASE STATUS REPORT

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to close case **02 CPC 011** for no violation. Motion carried unanimously.

APPLICATION REVIEWS

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to approve the applications approved, deny the applications denied, and to request further information on applications where needed. Motion carried unanimously.

APPROVED

Gretchen Scharringhausen
Monica Stone
Heather Hainz
Thomas Kelly
Craig Gagnon
Marissa Green
Janet Garden
Stephanie Raszkievicz

DENIED

Kristin Herro – Deny, needs practicum and counseling theory.
Marsha Goin – Deny, needs practicum and counseling theory.
Hugh Ramsley – Deny, based on the fact he does not have an appropriate degree.
Katherine Berg – Deny, needs an application.
Maureen Newville – To deny her application, need more information regarding her felony/misdemeanor conviction.

MORE INFORMATION

Melissa Lee – More Information is needed.

Kathy Farrell – More Information is needed. Practicum is in question as is the 42 credit hours, is this a counseling program?

NEXT MEETING - REVIEW

Stephanie Schorton-Reynolds – Need File for next meeting.

OTHER SECTION BUSINESS

APPLICATION MATERIALS REVIEWED WITH CREDENTIALING

The Section review application materials with Jan Neitzel, Credentialing that should be include when sending information to Section members. Items identified were: the full application, the transcript and course descriptions (if not automatic), the grid, and whether credentialed while supervised and the affidavit. The Section requested materials be sent once per month before the next scheduled Section meeting to alleviate multiple mailings of materials. They also discussed catalog materials for pre-approved degrees. The Board took the following action.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to a request Jan Neitzel her to collect program catalog materials for pre-approved degrees. Motion carried unanimously.

ADJOURNMENT

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to adjourn the meeting at 1:34 p.m. Motion carried unanimously.